

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT0788748

DATE POSTED: 06/03/14

POSITION NO: 211045

CLOSING DATE: 06/16/14

POSITION TITLE: Safety Technician

DEPARTMENT NAME / WORKSITE: Department of Highway Safety/Tse Bonito, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y59A

WORK HOURS: 8:00 a.m.-5:00 p.m. PART TIME: ☐ NO. OF HRS./WK.: \$ 25,500.80 PER ANNUM

SEASONAL: ☐ DURATION : \$ 12.26 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Conducts safety and injury prevention presentations; provides traffic safety and alcohol prevention education; conducts the Defensive Driving Courses for Navajo Nation employees, plans organizes and conducts promotional activities; conducts seatbelt usages surveys; disseminates traffic statistical data and Navajo Nation traffic law information; designs, creates, and develops brochures, graphic aids, informational material and manuals to assist in presentations or instructions to the Navajo Nation employees and the Navajo Nation communities. Works closely with the media in preparing public service announcement on prevention and safe driving, prepares documents for news paper on safety and injury prevention. Is required to attend scheduled meetings, trainings, and other required reports. i.e.. Monthly Quarterly reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Industrial Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health or area of assignment.

Preferred Qualifications:

- One (1) year of occupational safety and health or traffic safety related work experience.
- OSHA 30 hour General Industry Certification or related safety certification.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Familiarity with the Navajo Nation Motor Vehicle Codes, State Laws in its Association with State Traffic Laws. Must be able to make contact with outside organizations, chapters, entities, etc. to set-up presentations and outreach opportunities.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.